

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE EXTENSION**

CONTRACT NO: DOC197319
CAPTION: Storage and Retrieval Services
PROPOSED CONTRACTOR: Iron Mountain Record Management Information Services, Inc
PROGRAM AGENCY: Department of Employment Services ("DOES")

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, 1701 AND 2005.6(b)

2. MINIMUM NEED:

The Department of Employment Services is required to maintain Record Storage and Retrieval Services for various divisions within ("DOES").

Record storage and retrieval services are required to house approximately 6000 boxes of case files and other documents belonging to the worker's compensation, wage-hour, hearing and adjudication, and unemployment compensation programs.

3. ESTIMATED REASONABLE PRICE:

The cost is consistent with the rates in the previous contract. The estimated reasonable cost is \$40,000.00". The period of performance will be date of award through September 30, 2015.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Iron Mountain has provided record storage and retrieval services to various divisions within DOES. Iron Mountain has provided the agency with satisfactory levels of service since 2012.

Currently, Iron Mountain Records Information Services maintain 6,000 files in possession which belong to DOES. In order to move these important documents, it will require DOES to obtain another vendor less than thirty day which will result in additional expedited relocation fees, resources and risk of documents not being properly handled due to the restricted timeframe.

To have another vendor to relocate the boxes to another facility, it will also require the program to brief and train the new vendor on handling the contents of the boxes, which also includes training on the agency's retention policy.

Iron Mountain is a storage and information management company that assist more than 156,000 organizations in 36 countries on five continents with storing, protecting and managing their information. The unique factor that qualifies Iron Mountain as the proposed contractor is the company's familiarity with the agency, storing processes (specifically regarding the boxes in question) and its knowledge of the District's seven (7) year retention policy. Moreover, the company possesses the experience and qualifications to meet the requirements of the remaining boxes. The company has delivered uninterrupted storage and retrieval services to the different divisions within DOES. DOES lacks of adequate space to accommodate the high volume of case files and confidential documents requiring storage. Iron Mountain facility stores these records, which contain personal medical and legal information. These records and information must according the to District and Federal law regarding the confidentiality of personal health information. Moreover, these records and files must be readily accessible to the programs upon request. This facility has maintained the confidentiality of DOES files, as required.

Market research was conducted to compare the prices with other CBE vendors as well as open market vendors. Iron Mountains price was 12% less than the CBE vendors. Therefore, Iron Mountain is the only vendor available that offers fair and reasonable prices to continue providing the service with a level of expertise that is required. It is in the best interest of the District to continue services with Iron Mountain; it will prevent DOES from experiencing an interruption in these critical services. This seasoned firm can provide the services without delay.

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete.

Date

Deborah A. Carroll
Acting Director

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received. I recommend that the Chief Procurement Officer approves the use of the sole source procurement method for this proposed contract.

Date

Angela Turner
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Nancy K. Hapeman
Interim Chief Procurement Officer